



Dunblane Fencing Club Privacy Notice (members and volunteers)

What we need

Dunblane Fencing Club will be a “controller” of the personal information that you provide to us when you join as a member, volunteer, enquire or take part in our activities.

When you register as a member of Dunblane Fencing Club (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – parents’ name, email address, telephone number, pupils’ name, date of birth, name of emergency contact and telephone number; and
- membership criteria / category – fencer, parent, volunteer, British Fencing Membership number; and
- equality information – disability (if any), medical or other conditions, doctor’s name address and contact number

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer services and benefits.

Why we need your personal information – • contractual purposes

We need to collect personal information so that we can manage your membership. We will use your personal information to:

- provide you with core member services and membership communications in relation to essential membership services, including but not limited to, membership fees, committee correspondence and annual general meetings (AGM); and

- provide you with a booking when you register with us to attend a competition, course or event. We need to collect your personal information so that we can honour your booking and enable you to participate in the course, competition or event.
- provide volunteers with appropriate training, PVG's and registration with British Governing Body.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above services and benefits.

Why we need your personal information – legitimate purposes

We need to collect personal information in pursuit of our legitimate interests to:

- promote and encourage participation in fencing by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions, events and, training camps which we use for promotional, education and development purposes;
- provide competition in the sport of fencing by accepting and managing entries for competitions and checking your personal information to ensure you are entered into the correct category;
- develop and maintain our volunteers' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/child protection requirements; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of fencing. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.
- We need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number,

date of issue and any relevant information in relation to your membership of the PVG Scheme. If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on info@dunblanfencingclub.co.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member or volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

As an affiliated club of Scottish Fencing we are required to ensure that all of our members are members of British Fencing as a condition of affiliation. We will share your name and membership category with Scottish Fencing who will become a controller of your personal information when they receive it.

Scottish Fencing's privacy notice explains how they use your personal information and can be accessed at <http://scottish-fencing.co.uk>

The Data Protection Act requires that you're informed about how your personal information is used. For the purposes of child wellbeing/child protection matters, the club may share information about you with the sport's Governing Body in Scotland and/or National (UK) Governing Body where it has been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Child Protection Officers in the Club and Governing Body."

We publish the results of our competitors' achievements. This includes competitors first name, age and result.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on paper and electronically and is accessed by our staff and volunteers for the purposes set out above. We have put in place suitable procedures to safeguard and secure the information we collect, use and retain.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. In the event of you not renewing your membership with us, we will review and possibly delete your personal information after a period of six months has passed, unless you ask us not to. We may keep certain personal information for longer in order to comply with HMRC.

Your rights

You can exercise any of the following rights by writing to us at info@dunblanefencingclub.co.uk.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.
- any requests received by Dunblane Fencing Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk

updated 31 May 2019